

FLEET PVL APPLICATION FORM



**MONTGOMERY COUNTY, MARYLAND
TAXICAB PASSENGER VEHICLE LICENSE
FLEET APPLICATION CALENDAR YEAR 2008**

SUBMIT APPLICATION TO:
Department of Transportation
Division of Transit Services
101 Monroe Street, 5TH Floor
Rockville, Maryland 20850

COMPLETED APPLICATIONS MUST BE RECEIVED NO LATER THAN
11:00 a.m., WEDNESDAY, October 29, 2008

Submit one original and two copies of the application.

Fee: \$1,000 (Non-refundable) Number of Fleet Licenses available = 52

Applicant's Name (Contact Person) _____ Date: _____

Company/ Entity/ Corporate Name: _____

Number of Fleet PVLs requested: _____

If applicable how many of the taxicab motor vehicles will be:

Alternative fuel vehicles? _____ Wheelchair accessible? _____

Address: _____

Telephone #: _____ Cell phone#: _____

E-mail: _____

Applicant's signature: _____

Packet includes: (1) Application Form, (2) The Montgomery County Code Chapter 53, (3) Executive Regulations, and (4) Geographic Areas of Service Map

The application is available on the County website at

http://www.montgomerycountymd.gov/tsvtmpl.asp?url=/content/DOT/transit/taxi_reg/taxi_user.asp

click on "Taxicab Info", and go to "Fleet Taxicab PVL Application." Questions, Contact James Ryan,

240-777-5851 or e-mail james.ryan@montgomerycountymd.gov

IMPORTANT NOTICE

ANY PERSON WHO MAKES A FALSE STATEMENT TO ANY QUESTIONS ON THIS FORM SHALL NOT BE ISSUED A LICENSE. ALL QUESTIONS ON THIS APPLICATION MUST BE ANSWERED AND APPROPRIATE DOCUMENTS MUST BE PROVIDED WHERE APPLICABLE.

DOT Use Only:

Date received: _____

Payment type: Check/ check# _____ Cash _____

Received by: (printed Name): _____

Signature: _____

Qualified: ____ Yes ____ No Comparative Rating Points: _____

Rating Date : _____ Rating Staff: _____

Instructions:

Thank you for your interest in applying for taxicab Passenger Vehicle Licenses. You must complete the application by answering all the questions and providing the necessary documents where applicable. The licenses will be awarded on a comparative rating process based on the information received in this application. Information on the rating process can be found on the last page of this application.

Submit one original and two copies of the application.

The original application and each copy must be submitted in separate three ring binders.

Every page including attachments must be in the binder and numbered. Pages must be consecutively numbered. For example, the first page is number 1 and the next is number 2. Different sections of the application should be divided by tabs. Continue numbering the pages consecutively even though the sections are to be divided.

Loose papers will not be accepted. Staff will not be responsible for pages that are not contained in the binders in this format.

Answers must be in a printed or typed format.

Note that applicants who are awarded licenses will be held to the information submitted. Failure to follow through on the statements made on the application and failure to present an honest assessment of capabilities may result in the revocation of the licenses.

Customer Service

30 Points

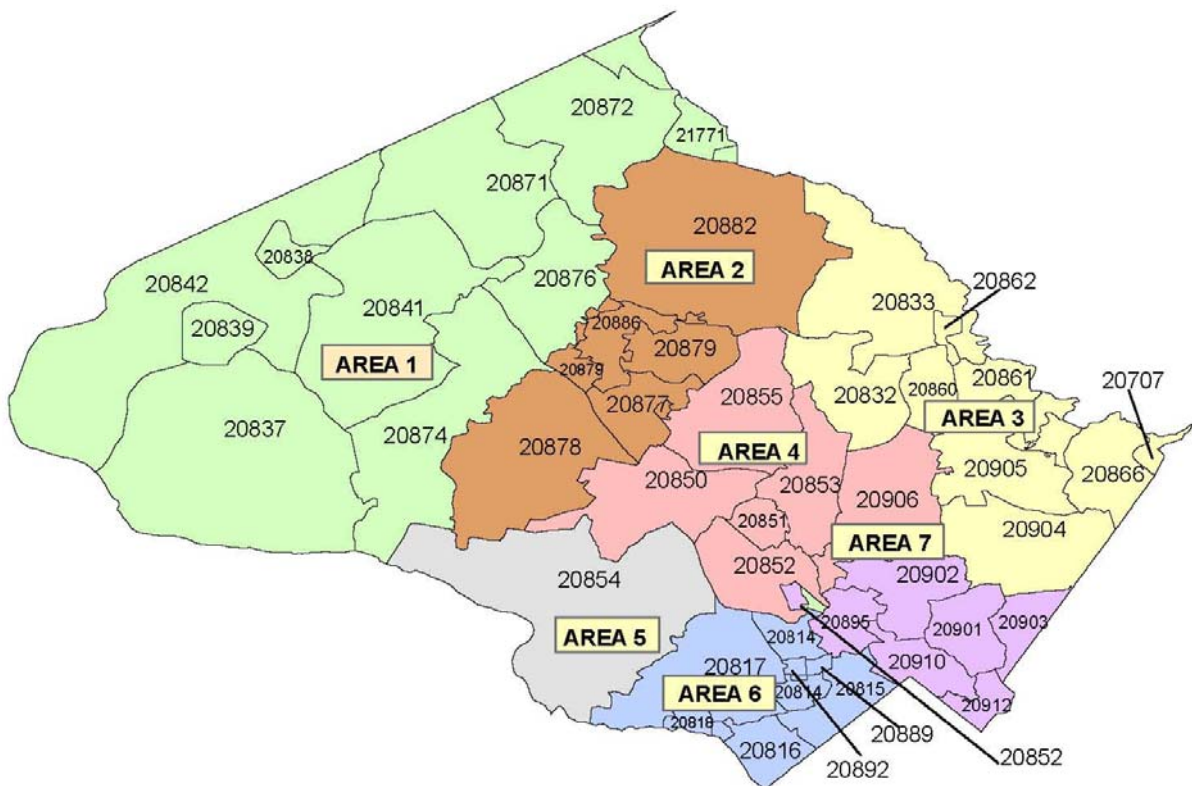
How do you justify the need for additional taxicab licenses as shown by measurements such as taxicab utilization rates and response times?

How will your company comply with the Customer Service requirements of the Montgomery County Code Chapter 53?

Describe your customer service plans for persons with disabilities.

Review the map below that delineates the geographic areas of service. What geographic areas of the County will you be using as your main focus to provide taxicab service? Why did you select these areas? Include any planned expansion in a service area or a willingness to serve areas that need additional service.

How will you provide safe and reliable taxicab service in the County?



Taxicab Service Knowledge and Experience

30 Points

Provide a detailed explanation of your company's prior experience in the taxicab business. Include any verifiable operating data you feel would help us in our decision. How will you be able to apply this specifically to Montgomery County to improve service?

Describe how and submit evidence that the fleet provides or will be able to provide its own centralized administrative, managerial, marketing, operational, dispatch, and driver training services.

Describe the communication system that will be provided. Submit evidence that the fleet will be able to provide a communication system approved by the Director that gives the driver and fleet a two-way dispatch communication system and allows public access to request service, register complaints, and seek information. The communications system must allow a member of the public to speak to a staff member 24 hours a day 7 days a week.

Describe previous taxicab productivity as measured by the number of daily trips per taxicab. Provide this data in summary form by month for FY 2008 (July 1, 2007-June 30, 2008). Describe in detail where the service took place. For example if service was only provided in a center city area, then do not ascribe the productivity to the entire jurisdiction. If on-time service applies to the entire jurisdiction (city, County, region) then state that detail.

Describe experience in the development of and participation in innovative taxicab services.

Currently most complaints involve: failure to provide service (drivers did not respond, no cabs, dispatch), late service, and rude drivers. How will you avoid these problems? If they occur, what will you do to address the issues?

Submit the number of consumer complaints involving taxicab service, by type, filed with the County or any other government agency in the past 24 months, and the resolution of each complaint

List each enforcement action that you have received involving taxicab service or any of your drivers during the past 24 months, listing the number of violations and disposition of each action.

Submit other performance related criteria, as required by regulation.

Describe all ownership and management interests relating to taxicabs of the applicant and any affiliated, parent, or subsidiary business entity.

Specify the levels and types of service to be provided.

Business Plan

20 Points

Provide a detailed business plan of how you will be operating your company to ensure you will be in compliance with Chapter 53 of The Montgomery County Code. The business plan must include all aspects of operating a taxicab company in the County. It is important to note, that you will be required to operate your company according to the plan you are submitting.

The business plan should include but not be limited to:

- Timeline for establishing or expanding a business in the County.
- Timeline for placing “in service” any PVLs awarded.
- Vehicle purchase and replacement.
- The make, model, and year of vehicles that you will place in service as taxicabs.
- Repairs – where will they be made and who will be responsible for paying for them?
- Preventive maintenance program.
- Driver hiring, training and retention.
- Communications system and how it will be utilized.
- Dispatching methods and how these methods will enhance customer service.
- Describe how your fleet will take responsibility for licensees, affiliates and driver’s performance and compliance with Chapter 53.

Financial and Managerial Resources

20 Points

Describe financial and managerial resources to operate and maintain the taxicabs and the ability to comply with the Montgomery County Code Chapter 53.

Provide a statement of financial responsibility, showing the availability of unencumbered financial resources sufficient to establish/expand the business and place the vehicle(s) “in service.”

Provide a line item budget for the initial start up costs and costs through year five. Include costs such as vehicle purchases, finance costs, office space, centralized, administrative, taxicab fees, managerial, marketing, and operational costs, such as insurance, technological innovations, dispatch and driver training costs.

Provide a projected revenue report for the initial year through year five.

Attach a certificate of insurance, a certificate of self-insurance issued by the state motor vehicle agency, or a written statement from an insurance company licensed to do business in Maryland certifying that: (1) the applicant will be able to acquire the required insurance in amounts required by applicable regulations; and, (2) the insurance will not be canceled or modified without prior written notice from the insurer to the Department.

Provide evidence of the level of capitalization adequate to meet expected operating costs.

Describe the applicant’s existing or proposed hiring and training procedures for drivers and staff.

Background Information Form

NAME: _____

Each Director, officer, partner, or managing agent must answer the following questions:

Answer "yes" or "no" to each of the following:

(1) Have you within the past 5 years been convicted of, pled guilty or no contest to, or were you placed on probation without a finding of guilt for, or do you have a charge pending for, or within the past 3 years have you completed a sentence or period of probation based on a charge for:

Any offense involving violence or a weapon.....	___ Yes ___ No
Any sex offense.....	___ Yes ___ No
Soliciting for prostitution.....	___ Yes ___ No
Illegal sale or use of alcoholic beverages.....	___ Yes ___ No
Violation of any law governing controlled dangerous substance.....	___ Yes ___ No
Violation of any gaming law.....	___ Yes ___ No
Any offense involving driving under the influence.....	___ Yes ___ No
Any act of moral turpitude.....	___ Yes ___ No

If "yes", provide details (date, description of the offense, disposition/status, city/county & state)

Date: _____ Offense: _____

Disposition/Status: _____ City/County _____ State _____

[Section 53-213 (a)]

(2) Have you had a pattern of reasonably verifiable complaints of substandard customer service during the previous 24 months?

(a) ___ Yes (b) ___ No [Section 53-213(b)]

If "yes," explain

(3) Have you had a traffic record of "moving" offenses for the 3 years immediately before the application is submitted, or while licensed to drive a taxicab, that demonstrates that you are not a responsible, safe, or careful driver? This record may include eyewitness testimony of unsafe or dangerous driving.

(a) ___ Yes (b) ___ No [Section 53-213(c)]

If "yes," explain

(4) Have you made a false statement or given a false answer to obtain a license by fraud, misrepresentation, misleading statements, evasion or suppression of material fact?

(a) ___ Yes (b) ___ No [Section 53-213(d)]

If "yes," explain

(5) Are you unable to safely operate a taxicab or might otherwise endanger the public health, safety, or welfare or are you unable to fulfill the duties of a driver as required by applicable regulations?

(a) ___ Yes (b) ___ No [Section 53-213(e)]

If “yes,” explain

(6) Do you have substantial delinquent debts to the County, State, or Federal government?

(a) _____ Yes (b) _____ No [Section 53-213(f)]

If “yes,” explain

(7) Do you have a record of violations of this Chapter or other laws or regulations of the County, State, or any other jurisdiction that indicates to the Director that a license should not be issued to protect public safety?

(a) _____ Yes (b) _____ No [Section 53-213(g)]

If “yes,” explain

(8) Does your fleet or association, including any officer, director, owner, employee, affiliate, subsidiary, or holding company, have any direct or indirect ownership interest in or management control over any other fleet or association that operates in the County.

(a) _____ Yes (b) _____ No [Sections 53-203(a) and 53-214(a)]

If “yes,” explain

(9) Have you been convicted of fraud, misrepresentation, or false statement in the course of doing business?

(a) _____ Yes (b) _____ No [Section 53-214(b) (1)]

If “yes,” explain

(10) While operating a taxicab fleet in any jurisdiction, have you had your license or other permission to operate taxicab services revoked or suspended because of material violation of law or substandard performance?

(a) _____ Yes (b) _____ No [Section 53-214(b) (2)]

If “yes,” explain

(11) Have you failed to keep a licensed taxicab in continuous operation as required by Section 53-227?

(a) _____ Yes (b) _____ No [Section 53-214(b) (3)]

If “yes,” explain

(12) Have you failed to operate at the customer service levels required by applicable regulations, or have not complied after reasonable notice with any required safety, operational, or inspection requirement of Chapter 53?

(a) _____ Yes (b) _____ No [Section 53-214(b) (4)]

If “yes,” explain

CONTENTS OF APPLICATION ARE TRUE AND CORRECT

I, _____ (print or type name) solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the application and all required documents are true and correct.

I understand the requirements for holding a taxicab Passenger Vehicle License. I have answered all questions in full and attached the required documents. I understand that if this application is incomplete it will be rated “not-qualified” or “ineligible” and will not be considered for issuance. I understand the criteria for denying the issuance or renewal of a Passenger Vehicle License under Section 53-213 and 53-214.

I am familiar with the Montgomery County Code Chapter 53 under which the County regulates taxicabs and I am qualified to hold a license(s).

I further understand [53-228(a) and (b)] that if I am issued a taxicab Passenger Vehicle License(s):

I must notify the Department in writing at least 3 business days before placing a taxicab in service.

The taxicab must be placed in revenue service within 90 days after a license is approved for issuance. Issuance of the license takes effect when the vehicle is placed in service; if the vehicle is not actually placed in service, the license has not been issued. The Director may extend the time to place a taxicab in service for no more than 90 additional days: to allow a vehicle to be retrofitted for use as an accessible taxicab; or in the case of a fleet, to allow the fleet to buy the taxicab and prepare it to be placed in service; The Director must not otherwise waive or extend this requirement.

Signature of the applicant: _____ Date: _____

Applicant (Print Name) _____

TAXICAB FEE SCHEDULE

I. Driver Identification Card (ID)

Application	-	\$20
Temporary	-	\$15
New one year	-	\$50
Renewal one year	-	\$75
Renewal two year	-	\$150
Duplicate	-	\$25
Test Fee	-	\$20

II. Passenger Vehicle License (PVL)

Renewal	-	\$325
Vehicle Replacement	-	\$75
Affiliate Company Transfer	-	\$150
Application for Individual PVL	-	\$500
Application for Fleet PVLs	-	\$1,000
New Taxicab PVL in Service (Individual)	-	\$5,000
New Taxicab PVL in Service (Fleet)	-	\$2,500

Ownership transfer

1-4 PVLs	-	\$2,500/PVL
5-100 PVLs	-	\$10,000 + \$500/PVL over 4
101 + PVLs	-	\$58,000 + \$250/PVL over 100
Vehicle re-inspection 1 st	-	\$25
Vehicle re-inspection 2 nd	-	\$75
Vehicle re-inspection 3 rd	-	\$150

TAXICAB METER RATE SCHEDULE

Rate for One Passenger:	
Rate for the initial charge	\$4.00
For each succeeding one-fourth mile	\$.40
Waiting and Traffic Delay Time	\$24/hr
Additional Passengers	\$1.00
Personal Service for Loading Items	\$1.00
Pick-up and Delivery	\$2.00
Snow Emergency Charge in the event a snow emergency is declared by the State for the County. DOES APPLY TO INTERSTATE TRIPS	\$2.50
Service Animal	\$0.00
Toll and Surcharges	As Required

Authority to Issue Licenses

Montgomery County Code Chapter 53 Section 53-205 – Periodic issuance of new licenses.

- (a) Notice. The Director may periodically issue new licenses to qualified applicants or reissue any license that has been revoked or not renewed under this Chapter, as provided in this Section. The Director must advertise the availability of these licenses in at least one newspaper of general circulation in the County for two consecutive weeks before accepting applications. The Director should also notify, by electronic mail or other reasonable means, any licensee or driver who requests to be notified of the availability of new or reissued licenses.
- (b) Criteria. The Director may issue new or reissued licenses to qualified applicants, including existing licensees and persons who do not then hold licenses, who meet criteria defined by regulation which promote competition and further the purposes of this Chapter. The criteria must:
 - (1) Be based on public convenience and necessity, such as the need for more taxicab service in the County generally or in certain geographic areas of the County, or for certain types of passengers, as shown by such measurements as taxi utilization rates and response times; and,
 - (2) Consider the performance record of each applicant in providing taxicab service in the County or elsewhere.
- Biennial limit. During calendar year 2006 the Director must not issue more than 70 new licenses. In each later even-numbered year, the Director may issue a total number of new licenses that does not exceed 10% of the number of licenses then in effect.

Rating Process

A comparative rating process for the issuance of the passenger vehicle licenses will be used. The purpose of the comparative ranking process is to promote high-quality taxicab service with a viable and competitive industry. A total of 100 points is possible and 80% is the qualifying score. Anything below 80% will be disqualified. Licenses will be issued based on numerical scores. The following are the areas for consideration:

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>
1. Customer Service	30
2. Taxicab Service, Knowledge and Experience	30
3. Business Plan	20
4. Financial and Managerial Resources	20
Total Points	100